



RECOMMENDED TRAINING FOR EEO PERSONNEL

EQUAL EMPLMT SPEC

(GS-9)

- Basic EEO Counseling
- Equal Opportunity Specialist
- Basic Postn Mgt and Classification
- Basic Rctmt and Plcmt
- Basic Tng and Devel
- Basic Mgt/Employee Rel.
- ADR (Mediation Skills)
- plus:
- Intro to Personnel Mgt
- Intro to ADP
- Program Evaluation
- Report Writing
- Investigation of EEO Complaints
- Writing Effective Letters
- Instructor Training
- Personnel Mgt for EEO Staff
- Intro to Fed EEO Program
- Special Emphasis Programs
- Assessing EEO Workforce Data
- Analytical Statistical Techniques
- Preventing Sexual Harassment in the Work place
- Processing Complaints of Discrimination
- Interpersonal Communication

EQUAL EMPLMT MGR

(GS-11/12)

All preceding courses plus:

- Affirmative Action/
Employment Planning Workshop
- Managing EEO Programs
- EEO Law
- Advanced EEO Counselor
- Effective Briefing Techniques
- Processing Class Complaints of Discrimination
- Basic and Advanced Management Functions and Techniques
- Communication Appreciation
- Program Planning and Control
- Intro to Financial Management
- Making Meetings Work

* NGB-EO-CR Training Workshops and Conferences

* Sources: Courses are available through OPM, DEOMI, DOD, Justice Center of Atlanta, USDA, or other recognized training programs.